

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

June 30, 2023

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Orangeburg County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, July 14, 2023**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE SPACE IN ORANGEBURG COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – DEPARTMENT OF PUBLIC SAFETY

- Location: ORANGEBURG, SOUTH CAROLINA
- Expected occupancy date: April 1, 2024
- Total space needed is approximately 7,000-7,500 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 4 private offices for director of approximately 180 square feet each
 - 9 private offices for professional staff of approximately 120 square feet each
 - Open floor to accommodate 3 cubicles (Cubicles to be provided by Tenant) of approximately 48 square feet each
 - Open floor area to accommodate 20 small workstations (Workstations to be provided by Tenant) of approximately 25 square feet each
 - 1 board room of approximately 600 square feet to accommodate 18 to 20 people at a time
 - 1 large-sized conference room of approximately 350 square feet to accommodate 10 to 12 people at a time
 - 1 break room (to include sink and counter tops) to accommodate 4 people at a time of approximately 120 square feet
 - 2 print alcoves 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
 - 1 storage closet of approximately 50 square feet
 - 1 small open storage room of approximately 120 square feet and floor must be able to hold heavy loads such as safes and large filing cabinets
 - 2 medium open storage rooms of approximately 180 square feet each



- 1 medium reception area, to accommodate up to 6 people at a time of approximately 100 square feet
- 1 small-sized reception area, to accommodate up to 2 people at a time of approximately 50 square feet
- 1 LAN room with floor mounted racks and temperature controlled of approximately 100 square feet
- 1 evidence room, heated & cooled with switchable on/off exhaust fan of approximately 100 square feet and floor must be able to hold heavy loads such as safes
- 1 dayroom of approximately 400 square feet
- 2 restrooms ADA Compliant of approximately 64 square feet each
- Prefer to be separated from other entities. If co located, must be secured away from other tenants and common space.
- 24/7/365 Electronic access.
- Deep tinted windows and/or blinds to include doors. Landlord must allow the Tenant the use of window decals
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 Plenum standards (including fiber optic cable), with all terminations provided by the Landlord. The Landlord must also install necessary conduit and network cabling for the access control components. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
 - IT/Data/Telecom/Telephone Cabling for network infrastructure will be a requirement with detailed specs for the Contractor.
 - Landlord must allow SCDPS OIT to have ready and frequent access to the site to inspect the work of the landlord's network contractor/subcontractor to ensure work aligns with specs
- 29 parking spaces are required. 10 reserved spaces required.
- Parking lot must be paved and lighted.
- Landlord should be open to the idea of a secured bullpen in the event Tenant requests it.
 - If requested, the preference will be for a fenced, paved and secured bullpen (if not paved, grass must be free of debris and regularly maintained by Landlord) to accommodate 10 vehicles and /or trailers, with standard maneuverability space. Chain link would be at least 8ft high with a locking gate for vehicles to pass through with barbed wire at the top.
- Term: Please provide proposed rates for 3, 5, 7 and 10 year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.



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- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, JULY 14, 2023.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with SC Department of Public Safety (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 or 803-737-1617; FAX: 803-737-0592
EMAIL: rps@admin.sc.gov

